

LANGUAGE INSTRUCTION STATEMENT OF WORK

1. Statement of Work

The Contract holder will be responsible for the overall development and management of three distinct language programs, namely Language Partners, Individual Instruction, and Survival Russian. The Contract holder will develop a course curriculum, provide instruction, and manage all related activities, including but not limited to reviewing assignments and leading class-related field trips.

1.1 The Contract holder will develop a course curriculum and provide instruction specific to each of the three programs as described below to employees and/or family members of employees of the U.S. Consulate in St. Petersburg. Course preparations shall include individual lesson plans, which shall be verified by the Post Language Officer (PLO). Instruction shall include further development of speaking, vocabulary, listening, grammar and reading skills to permit employees and family members to accomplish the goals of the training as described below.

- A. Language Partners – The goal of this program is to enhance comfort and fluency in everyday speech for those who already have at least an intermediate level of Russian. The program should have an informal conversational style. The Contract holder will be responsible for a written curriculum including different themes of discussion as well as in-class exercises and out-of-class assignments that target specific areas for improvement. This course shall be available for up to 12 Consulate employees and/or EFMs who will receive up to two hours a week of instruction individually or in groups of no more than four.
- B. Individual Instruction – This course is designed for the Deputy Principal Officer, the Political/Economic Officer, the ACS Chief, and the Public Affairs Officer, who, due to the constant variation of their work schedule, cannot attend group classes. For these classes, the Contract holder will develop a personalized course of work focusing on each individual's areas for improvement, taking into account specific requests of the students. Each lesson will include an intensive classroom session focusing on specific, situational vocabulary, grammar, reading and writing skills.
- C. Survival Russian – The Contract holder will design a year-long course targeted primarily at building basic communication skills. The teaching style should be experiential, with emphasis on at-home/in-class preparation (using the CD-ROM Out and About in St. Petersburg), field-based language usage, and in-class synopsis. Each lesson will be made up of two class sessions. The first will be an intensive classroom session focusing on specific, situational vocabulary. The second section will be a real-life field trip where students are able to put vocabulary and customs into use.

Topics to be covered should include:

- 1. Recognizing and reading the Russian alphabet (walking field trip of city blocks around the Consulate to point out and read signs – local pharmacy, food market, bread store, etc.)
- 2. Greeting and introductions/courtesy requirements
- 3. Shopping: Greetings, Bargaining, Numbers
 - o Food (field trip to a local food market)
 - o Clothing

- Souvenirs
- 4. Emergencies: Emergency Vocabulary, Asking for Help
 - a. Car trouble, Names of Car Parts, Service Issues Health problems
 - b. Pharmacy vocabulary
 - c. Hospital vocabulary
 - d. Ambulance vocabulary
 - e. Accidents and police assistance
 - f. Other
- 5. Getting around: Asking and Giving Directions
 - a. Using the metro system (field trip to local metro station, purchase ticket, plan trip)
 - b. Using the bus system
 - c. Taxi vocabulary, calling for a taxi, telling the driver where to take you
 - d. Getting to the airport
 - e. Gas station vocabulary
 - f. Road signs and recognizing and what they mean (field trip walking tour of local road signs)
- 6. Restaurants (field trip to a restaurant)
 - a. Menu choices, appetizers, drinks, main course
 - b. Ordering at fast food establishments
 - c. Ordering at bars/cafes
 - d. Ordering at restaurants
 - e. How to tell the waiter that your order is not correct
 - f. Making reservations
 - g. Asking for the bill
 - h. Local tipping practices
- 7. Using the telephone
 - a. How to tell someone they have the wrong number
 - b. Ask who is calling
 - c. Making appointments
- 8. Finding and using services (repair services, child care, domestic help vocabulary, etc.)
- 9. Events and recreation
 - a. How to find tickets
 - b. How to buy tickets
- 10. Other needs

2. Schedule

2.1 The calendar year will be split up into 3 language trimesters (Sept- Dec, Jan-April, May-early Aug). The three programs will run each trimester. Classes will meet from Monday to Friday and will not meet on Russian or American holidays. The PLO can authorize, in writing, for classes to meet on holidays or weekends only with the mutual agreement of the Contract holder.

2.2 The Language Partners and Survival Russian classes will meet up to 3 times a week and each lesson will last one hour. A set schedule of classes shall be mutually agreed upon by the Contract holder and the PLO at the beginning of the trimester for these classes. With agreement from the Contract holder and the PLO, the schedule may be shifted to an equivalent schedule with the same number of weekly hours of instruction.

2.3 Under the Individual Instruction program, the Contract holder will conduct classes with each student for two hours a week according to a schedule mutually agreed upon by the Contract holder and the student.

2.4 The Contract holder shall make every attempt to provide a substitute instructor if the regularly scheduled instructor is unable to attend a regularly scheduled class. If the Contract holder cannot provide an instructor to attend a regularly scheduled class, the Contract holder must notify the PLO giving as much advanced notice as possible. If the Consulate cancels a class with 24 hours notice or more there will be no fee paid to the Contract holder. If the Consulate cancels a class with less than 24 hours notice, the Contract holder will be paid for one hour of work.

3. Period of Performance

This Contract is effective September 4th, 2007 and expires on September 3rd, 2008.

4. Rate of Pay

The Contract holder will be paid on a per session rate of \$____, where each session represents one hour of instruction time.

The Contract holder shall be reimbursed for expenses incurred during field trips that are conducted as part of the Survival Russian course up to a maximum of \$200 over the course of the period of performance. Proper receipts for all incurred expenses shall be submitted to the Post Language Officer.

5. Estimated Hours

As broken out in the chart below, the estimated hours of instruction over the period of performance of this Contract are 480 in approximate.

	<i>Hours/Week</i>	<i>Weeks</i>	<i>Students</i>	<i>Total Hours</i>
Language Partners	3	40	6	120
Individual Instruction	2 per Student	40	3	240
Survival Russian	3	40	6	120
Total				480

6. Contract holder Furnished Property

6.1 The Contract holder shall provide all necessary instruction materials including texts, class exercises, handouts, tests and audio-visual media.

6.2 The Contract holder shall provide other required classroom materials to include newspapers, magazines, dictionaries, or photocopied materials, written in Russian for use by students in exercises.

7. Consulate Furnished Property

The Consulate shall provide all needed classroom space to include all furnishing necessary for a proper working and learning atmosphere.

8. Termination for Convenience

This Contract may be cancelled at any time by either Party with a minimum notice of 14 days.

The Consulate shall be liable only for those services ordered before the termination date.

9. Contract holder's Qualifications

9.1 The Contract holder shall be well versed in all topics to be covered and capable of answering in-depth questions on each topic, and shall provide the required training in accordance with the Statement of Work, in a classroom setting and around town locally, based on the schedule of training and the objectives and goals for that training.

9.2 The Contract holder shall possess experience in teaching Russian language classes and possess a University Degree and a teacher's certificate.

9.3 The Contract holder shall be fluent in English, comparable to a 4/4 speaker on the Foreign Service Institute's language scale.

10. Invoices

The Contract holder shall submit monthly invoices on the 5th of every month to the Post Language Officer for all work done in the previous month. The invoice must include the following information:

- Full name of individuals providing the services
- Contract number
- Description of services rendered
- Dates of services rendered
- Detailed pricing data

11. Payment

An invoice will be paid within 30 (thirty) days in Rubles at the agreed upon rate. Electronic bank transfer is the preferred method of payment.

12. FAR and DOSAR Clauses

The FAR and DOSAR Clauses attached to this Contract shall apply to all services rendered under the provisions of this Contract. In the event of an inconsistency between the provisions of this Contract and your invoice, the provisions of the Contract shall take precedence.

13. Other

The Contract holder is not allowed to bring any electronic devices into the Consulate building. Prohibited electronic devices include laptops, video/audio recorders, cameras, cell phones, etc.